# DECE Division of Early Care and Education

# STATE OF WISCONSIN DEPARTMENT OF CHILDREN AND FAMILIES

**Log No**: DECE-BCCA-2012-05 | **Effective Date**: February 10, 2012

Originating Bureau: Child Care Administration

**Key Words**: Attendance Report Form, ARF

#### NOTICE ENHANCEMENT

To: Local Child Care Administrative Agencies

Subject: Updated Attendance Report Forms

Reference: Operations Memo 12-07

Purpose: The purpose of this technical memo is to describe the enhancements to the

attendance report form (ARF). This change does not reflect a policy

change.

Revision: There are now three distinct attendance report forms specific to the

attendance reporting mode: Weekly, Daily and In-Out Mode. Each form contains directions customized to the reporting mode on their first page, along with an example. The second page includes an enhanced provider reporting agreement. Additionally, the Special Use Section is moved from

each individual child to the end of the attendance report form.

For the In-Out and Daily modes an "S" is to be entered when reporting

school closed hours.

Details: Weekly Mode Sample

	Child'	s Nam	ie				h Hours er Week	Worker	Primary Person's Name Case Number						Number	
	09/08/2009 to 09/12/2009 Daily Hours of Attendance							CICKE BYSIC	09/13/2009 to 09/19/2009 Daily Hours of Attendance						N. 152.5	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1 Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 2 Total
	HARPER, PEARL 15								COOPER, RACHEL 987654321					54321		
Regular	0	2	2:30	3	0	3	0	11	0	2:30	2:30	2:30	3	8	0	15
School Closed														4		4

#### Daily Mode Sample

	Child's	Name				th Hours er Week	Worker	Worker Primary Person's Name				Case Number		
[		20		009 to 09/ ours of Att			25				009 to 09/ ours of Att			
/4	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	HARPER, PEARL 15 XYZ987								COOPER, RACHEL 9876					54321
Regular	0	2:35	2:32	2:52	2:37	0	0	0	2:31	2:42	2:40	2:52	9:24	0
School Closed													S	

### In-Out Mode Sample

114	Child's	Name				h Hours er Week	Worker	Prima	ry Perso	n's Nan	ne		Case	Number
36				009 to 09/ ours of Att				09/13/2009 to 09/19/2009 Daily Hours of Attendance						
	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
	HARPER, PEARL 10							COOF	COOPER, RACHEL 98765					
In	0	7:10 A	7:17 A	7:20 A	7:11 A	0	0	0	7:16 A	7:10 A	7:08 A	7:19 A	7:09 A	0
Out	0	8:08 A	8:06 A	8:11 A	8:08 A	0	0	0	8:07 A	8:09 A	8:08 A	8:11 A	4:33 P	0
In	0	3:05 P	3:21 P	2:55 P	3:03 P	0	0	0	3:22 P	3:02 P	3:02 P	2:55 P	0	0
Out	0	4:42 P	5:04 P	4:56 P	4:43 P	0	0	0	5:02 P	4:45 P	4:42 P	4:55 P	0	0
Sch Cls													S	

## Special Use Section Sample

To request a	approval for more	ation, enter the child' hours than authorized	ial Use Section s information below with a Special Use Code of "T". d, or for 2 or more weeks of no attendance on enrollment-based with a Special Use Code of "AP".
Special Use Code	Child's Name	Authorization Number	Notes

Weblink: Sample ARFs:

http://dcf.wisconsin.gov/childcare/wishares/techmemo.htm

Contact: If you have questions about this technical memo, please contact the Child

Care Help Desk at (608) 264-1657 or childcare@wisconsin.gov.